**PARTS OF A COMPUTER-WHAT DO THEY MEAN?**

Parts of a computer, that you use, are as follows:

1. The **keyboard** is used for typing information. (input)
2. The **mouse** is a small handheld device which you move over the surface of your desk, making a pointer move on the screen. This is used for controlling the computer and for drawing on the screen. (input)
3. The **monitor** (also called the visual display unit) is for displaying information. It works like a television set and can display both text and pictures. (output)
4. **The Central Processing Unit (CPU)** is where all the information is processed. (output)
5. The **Disc Drive** is used for storage and retrieval of information. The disk can be removed from the drive and stored until they are needed again. (storage)
6. The is **P rinter** used to make permanent of the information from a computer.

**7.Hardware** are the physical parts of the computer that you can feel and touch. Eg. The monitor, keyboard, disc drives, mouse and printer.

**8. Software** is the name given to the programs that run on the computer including games, business packages, educational programs etc.